

Constitution of Texas Capital Collective

The University of Texas at Austin

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PREAMBLE

Section I.

Texas Capital Collective is a student-managed investment organization at The University of Texas at Austin focused on providing students leadership experience and teaching technical skills for careers in the finance industry and related fields.

The objectives of the investment organization are to:

- i. Provide students the opportunity to learn basics in finance, accounting, valuations, and other valuable technical skills
- ii. Create an expansive network of alumni and upperclassmen for students to learn and connect with
- iii. Provide students the opportunity to invest real capital
- iv. Create a collaborative community that fosters leadership, personal growth, and professional development

ARTICLE I – UNIVERSITY COMPLIANCE

Section I.

This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities.

ARTICLE II – PROHIBITION OF HAZING

Section I.

State law and Sec. 14-103(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

ARTICLE III – MEMBERSHIP

Section I.

In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization restricts membership to students, faculty members, and staff members of the University. In accordance with Sec. 6-202(a)(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

Section II. Limitations

Membership of Texas Capital Collective must be limited to undergraduate students at The University of Texas at Austin.

Section III. Membership

Membership for Texas Capital Collective is open to anyone and will not deny any students the opportunity to join as a general member if they submit the application form and pay dues. Joining the Executive team will be determined through a two-step process: an initial application and mandatory meet and greet. The following information details information of the membership/recruitment process:

General Membership Application Process:

Applications for Texas Capital Collective are opened starting the second week of the fall semester and remain opened year-round. Applications will be submitted through a secure electronic survey platform. The following is required during the application submission process:

- a. Resume submission
- b. Short-Answer Question Submission
- c. General Membership Dues (\$20)

All applicants who complete the criteria above will be allowed general membership to Texas Capital Collective.

Executive Position Application Process:

Executive position applications (Directors and Officers) for Texas Capital Collective are opened starting the second week of the fall semester and close on the fourth week of the fall semester. Applications will be submitted through a secure electronic survey platform. The following is required during the application submission process:

- a. Resume submission
- b. Short-Answer Question Submission
- c. General Membership Dues (\$20)

Applicants will be required to attend a meet and greet which will be hosted during the fourth week of the fall semester. A sign-in form will be submitted through a secure electronic survey platform.

Proceeding all submitted applications and mandatory meet and greet, the executive board will reconvene to select its new members for the year.

All directors are responsible for choosing two eligible candidates for their respective positions. By using the initial application and meet and greet, directors will then create a one-page outline listing pros and cons for both candidates. This outline will be submitted to the President and Vice President who will agree upon one candidate for the director position. This candidate will be promptly notified of their selection to the executive board via email.

All directors are responsible for appointing eligible general members as officers for their respective branch. All appointments must be verified by the President

Section IV. Dues

All general members must pay \$20 dues within two weeks of joining the organization. All general members interested in applying to the Executive Board as either a Director or Officer must pay their \$20 dues before applying to be eligible for consideration.

All Executive Board members, directors or officers, must pay \$30 in dues. Only those chosen as Executive Board members must pay the \$10 increase. General members who apply for Executive Board but do not receive the position are not required to pay the \$30 in dues, only \$20.

All dues are reoccurring per semester, subject to change, and are handled by the Director of Finance.

Section V. Member Removal

Any member may be removed from membership of Texas Capital Collective for violation of the University's code of ethics and purpose of the organization by a two-thirds vote of the Executive Board. All members must be notified of the pending action at least one week prior to the removal decision.

A four-step process will be initiated if voted upon by the Executive Board:

- a. A report with written charges will be filed by the Director of Operations; the report will contain information pertaining to:
 - i. Reason for removal
 - ii. Witness Testimonies
- b. The President, Vice President, and all Directors will vote on trial date for member in question
- c. During trial, member in question will receive the opportunity to defend themselves.
 - i. In the absence of the member in question, member is removed by default
- d. A two-thirds vote of the President, Vice President, and all Directors is needed to remove the member in question.

After the judicial proceedings, members will be notified immediately of the outcome of the vote via email.

Article IV – OFFICERS

Section I. Title of Elected Officers

The elected officers shall consist of a President, Vice President, and all Directors. The elected officers shall be responsible for all administrative duties of Texas Capital Collective.

Section II. Duties of Elected Officers

The President shall have the power to establish and maintain operation procedures of Texas Capital Collective, call meetings, and answer for all actions of the other officers. The President shall be voted into all decisions affecting Texas Capital Collective.

The Vice President shall assist the President with all administrative duties and assume those duties in the absence of the President. The Vice President will be appointed by the President and approved by all Directors.

The Director of Operations will manage and organize all operations within the club. Along with assisting the President and Vice President with administrative duties, they will coordinate all meetings, events, and socials upon authorization of the President.

The Director of Investment shall be responsible for Texas Capital Collective's curriculum and investment portfolio upon authorization of the President, in accordance with the financial rules and regulations of the University and the laws of the State of Texas.

The Director of Marketing shall keep accurate and detailed records of all meetings and affairs, send/transmit all official organization correspondence, reach out to potential sponsors, facilitate a relationship with all organization sponsors, lead all recruitment efforts, and coordinate preparation and distribution of organization flyers, handouts, and publications.

The Director of Social Media shall maintain, organize, and facilitate all web-based affairs including social media pages, official websites, emails, and Hornslink with the authorization of all other Directors and the President.

The Director of Finance shall receive and distribute Texas Capital Collective's funds upon authorization of the President, in accordance with the financial rules and regulations of the University and the laws of the State of Texas, and make financial reports at all Executive Board meetings, and at the regular meetings of Texas Capital Collective and coordinate all fund-raising activities.

Section III. Title of Appointed Officers

The appointed officers shall consist of "Officers" of Operations, Investment, Marketing, Social Media, and Finance. Officers will be nominated by the Directors of their respective branch and approved by the President and Vice President.

Section IV. Duties of Appointed Officers

All Officers will assist the Director of their respective branch in all administrative duties.

Section V. Removal of Officer

Any officer may be removed from office for failure to perform their prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to removal decision. Removal from office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization. Written charges by a member are presented to the Executive Board who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership.

A four-step process will be initiated if voted upon by the Executive Board:

- a. A report with written charges will be filed by the Director of Operations; the report will contain information pertaining to:
 - i. Reason for removal
 - ii. Witness Testimonies
- b. The President, Vice President, and all Directors will vote on trial date for member in question
- c. During trial, member in question will receive the opportunity to defend themselves.
 - i. In the absence of the member in question, member is removed by default
- a. A two-thirds vote of the active membership is needed to remove the member in question

After the judicial proceedings, members will be notified immediately of the outcome of the vote via email.

Article V – MEETINGS

Section I.

General membership meetings shall be held once a week, with additional, or fewer meetings called by the Executive Board as needed. Notice of additional, or the cancellation of meetings must be given to all members in the timeliest manner possible. The official means of notifying members shall be communicated at the first meeting each semester. The frequency of Executive meetings will be called by the President and Vice President as needed.

There are no attendance requirements for general members. The attendance policy for Officers is at the discretion of their respective Directors. The attendance policy for Directors is at the discretion of the President.

ARTICLE VI - UNIVERSITY ADVISOR

Section I.

In accordance with Sec. 6-101 (14) and Sec. 6-101(15) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either:

- a. a part-time or full-time employee of the University.
- b. a representative of a national organization that is associated with the registered student organization.

- c. serves as either.
 - i. a part-time or full-time employee of the University.
 - ii. a representative of a national organization that is associated with the registered student organization (registered student organizations only).

ARTICLE VII – FINANCES

Section I.

Texas Capital Collective dues are handled by the Director of Finance are \$20 for general members and \$30 for Executive members. The Director of Finance oversees maintenance of the organization's budget. Funds will be managed on an excel sheet, which will be included in the organization's end of year report.

The Director of Finance will directly report the financial state of the organization to the President.

ARTICLE VIII – ELECTIONS

Section I.

Organization officers will be selected by a nomination and election process and will serve a one-year term.

Members are notified via email. The position is awarded to the candidate with the highest number of votes compared to other candidates. Eighty percent of the organization is required to be present during elections.

Elections will be conducted on the third to last general meeting of the organization. Each candidate will have the opportunity to present a speech to the general body. After all candidates have spoken, voting will commence. Voting will be recorded on a secure electronic platform approved by the board.

ARTICLE IX – AMENDMENTS

Section I.

Amendments to this constitution shall be adopted by a two-thirds vote of all elected and appointed officers present at the meeting at which the amendment has been read. The arrangement of this meeting must be notified to all elected and appointed officers one week prior.

Texas Capital Collective may be dissolved by a two-third majority of quorum votes. In the event of dissolution, all assets become property of the Student Activities in the Office of the Dean of Students. All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to Student Activities in the Office of the Dean of Students at 2609 University Ave., Suite 2.112 within 14 days of its approval.